For Windows-based Personal Computers

Outpatient Code Editor with Ambulatory Payment Classification Software

Install Manual

3M

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Preface

THIS MANUAL CONTAINS the information needed to install version 1.0 of the Outpatient Code Editor (OCE) with Ambulatory Payment Classification (APC) software in a Windows environment on a personal computer. The software edits outpatient records and assigns APCs for Medicare's outpatient prospective payment system (OPPS).

Any page in this manual that is updated after you receive the software and before the next release, is printed on yellow paper. The updated content is identified by a solid black change bar in the margin.

The technical writing department is always interested in hearing from you. Please mail any comments on our documentation to the address shown on page ii.

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Chapter 1

Product overview

Product overview

OUTPATIENT CODE EDITOR (OCE) WITH AMBULATORY PAYMENT CLASSIFICATION (APC) software was developed for the implementation of the Medicare outpatient prospective payment system (OPPS). Legislation enabling the implementation of OPPS was originally published as part of the Omnibus Budget Reconciliation Act (OBRA) of 1986.

From 1988 to 1990, under contract with the Health Care Financing Administration (HCFA), 3M HIS developed the first version of the Ambulatory Patient Group (APG) classification system and submitted a report to Congress in 1990. On March 17, 1995, HCFA formally reported to Congress on the implementation of an OPPS. OPPS implementation finally appeared in the 1997 Balanced Budget Act and HCFA was instructed to implement a Medicare OPPS effective January 1, 1999.

Although the March 1995 report described APGs as best suited for OPPS, HCFA's decision to modify payment policies related to consolidation and ancillary packaging led to revision of the APGs, resulting in the new APC system. The original 290 APGs were transformed into 346 APCs.

After a delay due to year 2000 issues, HCFA released the proposed OPPS rules using APCs in the September 8, 1998 *Federal Register.* The comment period on this regulation was extended several times with the APC correction notice published in the June 30, 1999 *Federal Register.* On November 29,1999, President Clinton signed into law the final budget bill for fiscal year 2000. Included in that bill were items

that modify the provisions of the OPPS as originally defined by HCFA in the September 1998 *Federal Register*.

The official implementation date for APCs and OPPS is July 1, 2000.

Product definition

The OCE with APC software combines editing logic with the new APC program designed to meet the mandated OPPS implementation.

Versions of the program

Table 1-1 lists the version of the program contained in the current release of OCE/APC software.

Table 1-1 Program versions

Version	Effective date range
1.0	07/01/2000–12/31/2000

➤ *Note: This version of the software must be installed as a completely separate program. The OCE/APC does not replace or update any existing OCE programs.*

Previously installed versions of OCE must be maintained for as long as necessary to process claims for services provided prior to July 1, 2000.
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Installing and using the product

The following chapter provides installation instructions. For information on how to use the software, see the *Outpatient Code Editor with Ambulatory Payment Classification Software User Manual*, which accompanied the software.

Chapter 2

Installation

Installation

T HE OCE/APC SOFTWARE is completely self-installable. The software is provided on one CD-ROM.

➤ *Note: In the event you need to uninstall the software, please follow the instructions on page 2.5.*

Minimum system requirements

CPU	Pentium with 512K cache
Operating system	MS-Windows 95
RAM	16Mb
Available disk space	50Mb
Monitor	Super VGA color (800x600 resolution)
Drive	CD-ROM
Mouse	Microsoft mouse or compatible

Install procedure   The following instructions install the software on a standalone PC.

❑ **Insert the product CD into the CD-ROM drive.**

The software will automatically start after a few seconds, unless your auto-run feature is turned off. If the software does not start in a few seconds, click Run on the Start menu, then type Z: *setup* (assuming Z is your CD drive letter).

The Welcome window appears.

❑ **Click Next.**

The Copyright window appears.

❑ **Click Next.**

The Choose Destination Location window appears. The default installation location is on your C drive in:

Program Files/OCEAPC Software

You can accept the default location, or enter a different location. (Click Browse to enter or select a different location.)

❑ **Click Next to accept the default location.**

The Select Program Folder window appears. The default folder name, "Outpatient Code Editor with Ambulatory Payment Classification Software," is displayed. We recommend that you accept the default folder.

❑ **Click Next to select the default folder.**

The Installation Review window appears. This window displays a summary of what has been selected during the installation.

If necessary, you can go back and change selections by clicking Back. When you are satisfied with the selections you have made, proceed with copying the files.

❑ **Click Next to proceed.**

Once the files are copied, the Installation Complete window appears.

If you want to read the Readme file, select that option before exiting the installation program.

❑ **Click Finish to complete the installation.**

Screen resolution   The OCE software requires a minimum screen resolution of 800 x 600. Before using the product, please verify that the screen resolution satisfies this requirement. (Refer to the Microsoft Windows documentation for assistance, if necessary.)

Uninstall the product

To uninstall OCE/APC, follow these instructions:

❑ **On the Start menu, point to Settings, and then click Control Panel.**

The Control Panel window appears.

❑ **Select Add/Remove Programs.**

The Add/Remove dialog appears.

❑ **Select the Install/Uninstall tab.**

A list of the programs on your PC is displayed.

❑ **Select Outpatient Code Editor with Ambulatory Payment Classification Software.**

❑ **Click Add/Remove.**

You may be asked whether or not to remove a shared file. If you are sure no other programs use the file, you may remove it. If you are not sure, leave the file on your system and be sure not to click the Yes To All button or all the shared files will be removed.

❑ **Click OK when the uninstall is complete.**

❑ **Click OK again to exit the Add/Remove dialog.**

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